

WASHINGTON COUNTY SHERIFF'S OFFICE

ENTERPRISE SCHOOL RESOURCE OFFICER

EFFECTIVE DATE: January 1, 2010

POSITION SUMMARY:

Under the general direction of the Washington County Sheriff's Office ("SO"), officers assigned to this assignment are also responsible and accountable to the school administration where they are assigned. However, all lines of authority will be directly to the SO.

1. Because of different school administrations and communities each school represents, it will be necessary for each School Resource Officer to develop his/her own methods and tactics to accomplish the primary goals of the School Resource Officer Program.
2. Discretion is one of the tools a School Resource Officer has to use to accomplish his/her goals and those of the school.
3. The funding sources and responsibilities will be distributed as follows:
Washington County School District – 50%
City of Enterprise – 25% (\$17,252)
Washington County Sheriff's Office – 25%

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

1. Provide security for the school and school grounds.
2. Prevent, through officer presence, acts that would be a violation of the law. Act on any violations committed in the officer's presence and conduct investigations the officer or the school deems necessary for the protection of the school and its students, teachers, and visitors.
3. Enforce traffic laws on roadways adjacent to both the High School and Elementary School, before school, after school, at lunch time, and during after school activities as scheduled by school administration.
4. Establish a rapport with the students and faculty. The officer should become a part of the school faculty and be present for meetings. The

officer shall act as a resource to the school faculty and students, giving advice on criminal matters and juvenile situations. The officer may be invited to attend city council meetings occasionally to keep community leaders advised on criminal matters and juvenile situations relevant to the city.

5. Be subject to call, in response to SO supervisors, for emergency needs that may arise within the City of Enterprise and its surrounding area.

OFFICER AUTHORITY:

1. Officer authority will be the same as for any law enforcement officer. However, discretion should temper this authority. The responsibility to establish the School Resource Officer as an aid to the student and school should always be paramount in the mind of the officer.
2. All assignments given to a school Resource Officer such as investigations of thefts, assaults, disturbances, etc., will become the officer's case. When a school administrator gives the officer a case or assignment, the officer will give the administrator an oral or written report as to a final disposition. However, once the officer is assigned, the school administrator will not interfere with disposition of the matter.
3. The officer's discretion will only be used when he/she has the right under the laws of the State of Utah and the rules and regulations set forth by the SO. Any violation of procedures or policies will be dealt with by the SO administration.

SCHOOL RULES AND REGULATIONS:

The School Resource Officer will become familiar with the rules and regulations of the schools assigned and also the rules and regulations of the Washington County Board of Education.

DRESS:

1. The School Resource Officer will wear civilian clothes or department uniform compatible with the department and school standards. He/she will be armed at all times and carry handcuffs as department rules and regulations require.
2. The officer should be in department uniform when functioning as security at school events unless otherwise directed by the school administration and/or the SO supervisors.

PROBLEMS:

1. Any administrator of the school or any administrator of the Washington County Board of Education or city administration, as appropriate can file complaints with the SO in regards to actions or inactivity of the School Resource Officer.
2. The School Resource Officer will bring all unresolved problems to the immediate supervisor at the SO. Problems will be worked out through the officer's supervisor and the principal of the school in question.
3. To resolve problems, the first thing to consider is whether the problem is a school/education problem or a police problem.
4. The police should not be involved in school matters that can be handled by the school.

GENERAL RULES:

1. Take action on any violation of State law or city ordinance that occurs in the officer's presence. The officer will maintain familiarity with city ordinances to facilitate their enforcement.
2. The officer is not to assume authority in matters of student discipline when it involves school policies.
 - a. This will mean the officer must be completely familiar with school policies and those of the Board of Education.
3. The School Resource Officer will staff and review all investigation assignments with the SO.
4. School Resource Officers will be at work, at their assigned school, during normal school hours.
 - a. The officer will take holidays off as they fall during the school year or can request to work those days as assigned, in the City of Enterprise in trade for summer days. All leave (vacation, sick, medical, personal, or training) needs to be approved by the SO and the Enterprise High School Principal.
 - b. The officer will report directly to the school and remain until school has been dismissed and students have left. He will report to his supervisor for other duties as needed.

- c. The officer will maintain radio or telephone contact during working hours with the assigned school and with the SO.
 - d. During summer vacations, the officer will be assigned to police functions as determined by the SO, primarily for the benefit of the City of Enterprise.
 - e. The officer will be allowed to participate in training, workshops, seminars, etc. during the contracted time if approved by the SO and the Enterprise High School Principal.
- 5. The school Resource Officer will report to the SO any additional security personnel needed for after hours activities at assigned schools. The SO will provide personnel as available. If overtime accrues, it can be paid pursuant to this contract.
 - 6. All citations issued within the corporate boundaries of the City of Enterprise shall be dealt with in the Enterprise Justice Court with the exception of those which by State Law are required to be dealt with in the Juvenile Court.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

ASSIGNMENT DURATION:

- 1. Officers assigned as School Resource Officers may continue to serve on other department units (specialized teams) with permission from the SO.
- 2. Officers assigned to this unit serve at the discretion of the SO. Reassignment or removal from this unit can be made at any time on order of the SO.
- 3. This is a functional assignment, NOT a promotion.
- 4. The Officer shall be selected by the SO, Representatives of the High School and the City of Enterprise are welcome to provide input.

CONTRACT DURATION AND RENEWAL:

This contract is effective until December 31, 2010. The parties agree to review their needs in October 2010 to decide whether to renew or modify this contract in January 2011.

I HAVE READ THE ABOVE AGREEMENT AND FULLY UNDERSTAND IT.

Signature of Resource Officer

Date

Signature of Enterprise High School Principal

Date

Signature of Enterprise City Mayor

Date

Signature of Washington County Sheriff

Date

Signature of Washington County Commission

Date